



2020 Single-Family Annual Rental Registration Form

Building Inspections
265 E Parkway Blvd.
Coppell, TX 75019
Phone: 972-304-3500
Fax: 972-462-5318
e-mail: codecompliance@coppelltx.gov
website: www.coppelltx.gov

Permit ID:

Please fill out this form legibly and in its entirety and either mail it to our office with the \$50.00 annual registration fee or you may pay the \$50 fee on-line and upload this completed form to the rental permit associated with your property (see CSS instructions on the back of this form). You may also e-mail the completed form to codecompliance@coppelltx.gov after the \$50 fee has been paid on-line.

Reminder: An inspection of the property is only required upon a tenant change. Prior to a new tenant moving in, a \$40 inspection fee is required to be paid and the inspection scheduled. Please contact the permit office at 972-304-3500 to set up the payment of the inspection fee when you require this service. **Please specify name and address below for billing of annual registration and inspection fees.**

Rental Property Address: rental_property_address	
Property Owner Name (required)	
Property Owner Mailing Address (required)	
Property Owner Phone Number (required)	
Property Owner's e-mail address (required)	
Property Owner's Representative (if other than above)	
Representative's Mailing Address (required)	
Representative's Phone Number (required)	
Representative's e-mail (required)	
Specify name and email for billing purposes (required):	

Check the appropriate box below:

- I certify that I am representing the owner and I am listed above as the property owner's representative.
- I certify that I am the property owner

I understand that rental properties are required to register each year and to be inspected prior to a tenant change (before the tenant moves in). The annual \$50 **registration** fee is due each year by January 31st. A \$40 **inspection** fee will only be due prior to an inspection upon a change of tenant and any items noted as failed on the inspection checklist at the time of the inspection must be repaired and re-inspected. I understand that failing to comply with the Rental Registration and Inspection Program could result in fines and possibly issuance of citations.

Signature of Owner or Representative

Date Signed